



The Town of Glastonbury is accepting applications for the following position:

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## **Administrative Secretary 2 – Full Time**

**Hours: 37.5 per week**

**Starting Salary Range: \$23.79 per hour (\$24.27 as of 7/1/2018)**

**Closing date: 4:00 p.m. on June 29, 2018**

Under general supervision of the Director of Finance and Administrative Services, the person in this role performs secretarial and administrative work primarily in the Financial Administration office. Responsibilities include, but are not limited to, preparing correspondence and documents, establishing and maintaining office procedures, screening telephone calls, providing technical or regulatory information to the public, analyzing incoming correspondence, and performing routine clerical tasks. Assisting the supervisor with conveying and explaining directions, and following up for compliance, completeness, and conformance is also an essential duty. Additionally, this individual may provide administrative support to the Purchasing Department and the Town Manager's Office as directed.

The minimum qualifications for this position are a High School diploma plus five (5) to seven (7) years' directly related experience, or two (2) years of college or an Associate degree plus (2) years' directly related experience. A valid driver's license is also required.

An employment application may be obtained by visiting the Town's website at [www.glastonbury-ct.gov/employment](http://www.glastonbury-ct.gov/employment), in person at the Customer Service Center or Human Resources Department, or by calling (860) 652-7710. Please send completed applications to the Customer Service Center at Town Hall, 2155 Main Street, Glastonbury, CT, 06033, email to [customerservicecenter@glastonbury-ct.gov](mailto:customerservicecenter@glastonbury-ct.gov), or fax to (860) 652-7505.

The Town of Glastonbury is an Equal Employment Opportunity (EEO) employer. Discrimination is prohibited against applicants on the basis of age, race, color, religious creed, sex, gender identity or expression, sexual orientation, marital status, national origin, ancestry, genetic information, status as a veteran, present or past history of mental disorder, or intellectual, learning, or physical disability.

**Date Posted: 6/15/2018**

**TOWN OF GLASTONBURY  
JOB DESCRIPTION**

**TITLE:** Administrative Secretary 2  
**DEPARTMENT:** As assigned  
**REPORTS TO:** As assigned

**GENERAL DESCRIPTION:**

Under general supervision of a department director, performs complex secretarial/administrative work requiring some independent judgment, including preparing correspondence and reports, handling information requests and various clerical support functions.

**ESSENTIAL DUTIES:**

1. Prepares correspondence and documents, such as agendas, minutes, invoices, statements, narrative, statistical and/or financial reports, and informational packets for groups such as Boards and Commissions. Reviews a variety of written materials for content, accuracy and grammar/punctuation.
2. Establishes and maintains office procedures and recordkeeping systems; maintains control files for matters in progress and follows up to ensure actions are completed; enters and retrieves database information; and files and retrieves physical documents.
3. Conveys and explains supervisor's directions, follows up for compliance, completeness, and conformance with deadlines.
4. Screens telephone calls, greets the public, and provides information relating to the division/department and Town services and resources. Provides technical or regulatory information to the public and assists with completing applications and understanding regulations; receives and records fees.
5. Reads and analyzes incoming correspondence, submissions and reports to determine their significance and plan their distribution for action.
6. Performs routine clerical tasks, such as arranging appointments, meetings, and travel, maintaining supplies, reconciling bills, preparing invoices and purchase requisitions, and sorting mail.
7. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively with staff to provide quality service.

**OTHER DUTIES:**

1. May follow up on actions of a committee or assigned group to ensure that decisions are implemented, materials are prepared and appropriate parties are notified.
2. Performs research and special assignments, as assigned.
3. Assists with preparation of department or division budget.
4. Completes errands on occasion.
5. Performs other duties as required.

**CONFIDENTIALITY:**

- Maintains confidentiality of records and information as appropriate

**CONDUCT:**

- Observes safe work practices
- Represents the Town in a professional and courteous manner at all times

**DEPENDABILITY:**

- Regularly attends and is punctual for work

**QUALIFICATIONS PROFILE:**

- Ability to acquire working knowledge of regulations and legal requirements of assigned departmental activities
- Ability to relate positively to staff members and the general public; excellent customer service skills
- Ability to create and maintain records of a complex nature and to organize data and prepare reports in a clear and concise manner; ability to process large amounts of paperwork; ability to multi-task
- Ability to transmit information to public in a clear and concise manner
- Ability to operate office and computer equipment
- Ability to type, add, subtract, multiply and divide all units of measure, and to compute ratios, rates and decimals
- Proficient in Microsoft Word, Excel and use of Internet
- Ability to remain highly organized while adapting to changing priorities
- Knowledge of state traffic laws

**PHYSICAL/MENTAL REQUIREMENTS:**

- Must be able to sit for prolonged periods; some walking, standing, stooping, and carrying of light items such as papers, books or small parts, requiring the ability to push/pull/lift objects of up to twenty (20) pounds
- Able to perform manipulative skills which require hand-eye coordination such as keyboard skills
- Able to see objects closely as in reading and typing a document
- Able to hear normal sounds with background noise, distinguish voice patterns and communicate with speech as in using a telephone or communicating with others
- Able to attend to detail and concentrate for forty-five (45) minutes or more with frequent interruptions, remember multiple assignments given over long periods of time, and understand the theories behind several related concepts

**MINIMUM TRAINING AND EXPERIENCE:**

- High school diploma, plus five (5) to seven (7) years' directly related experience, or
- Two (2) years of college or Associate Degree, plus two (2) years' directly related experience

**LICENSE OR CERTIFICATION:**

- Valid driver's license

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Incumbent must be able to perform essential duties with or without reasonable accommodation.